



2010 CENSUS
U.S. DEPARTMENT OF COMMERCE
Bureau of the Census
Recruiting Bulletin

OPENING DATE: June 26, 2008
CLOSING DATE: July 17, 2008

Announcement No. 08-2599-IN-AMFO

POSITION TITLE: Assistant Manager for Field Operations (AMFO)
AD-0301-00

PAY RATES:

Evansville, IN: \$19.75
South Bend, IN: \$20.00
Indianapolis, IN: \$22.50

NUMBER OF VACANCIES: Few

EXCEPTED SERVICE APPOINTMENT: Schedule A Appointment, not-to-exceed one year, with the possibility of an extension up to one year.

AREA OF CONSIDERATION: Chicago Regional Census Center, Early Local Census Offices (Located in the State of Indiana).

- **Evansville, IN** – Applicants residing in the following counties: Clark, Crawford, Daviess, Dubois, Floyd, Gibson, Harrison, Jackson, Knox, Orange, Perry, Pike, Posey, Scott, Spencer, Vanderburgh, Warrick, Washington
- **South Bend, IN** – Applicants residing in the following counties: Elkhart, Fulton, Kosciusko, La Porte, Marshall, Pulaski, St. Joseph, Starke
- **Indianapolis, IN** – Applicants residing in the following zip codes: 46201, 46202, 46203, 46204, 46205, 46208, 46218, 46222, 46225, 46228

WORK SCHEDULE: This is a temporary Full-time position. The incumbent of this position is covered by the mixed-tour employment program.

WHO MAY APPLY: All U.S. Citizens residing in the area of consideration (see above).

DUTIES: Assistant Manager for Field Operations (AMFO): Responsible for the direct supervision of 10-15 Field Operations and Office Operations supervisors and the indirect supervision of approximately 400-600 crew leaders and enumerators, at peak operation, who work outside the ELCO/LCO. Incumbent is responsible for accomplishing production and quality goals in field operations under their span of control. Conducts individual and group training sessions for their personnel as necessary. Directly supervises the activities of Field Operations Supervisors. Determines assignment

areas for data collection activities. Manages material and assignment preparation for all field operations in their control. Responsible for the activities of the entire field workforce and several office workers during all field operations under their control. Responsible for the completion of field work in a timely and cost efficient manner. Assures that specific levels of quality and progress of field operations are being met through analysis of various computer generated reports and observation. Takes necessary corrective action to achieve goals. Acts as the principal technical advisor on field operations in the ELCO/LCO, answering inquiries from the Office Manager, and Field Operations Supervisors. Responsible for the successful completion of all assigned field operations. Will supervise enumerators and or crew leaders, in smaller field operations, when no Crew Leader or Field Operations Supervisor is authorized.

QUALIFICATIONS: To qualify for the Assistant Manager for Field Operations position, all applicants **MUST** :

- 1) Pass a written management test. You will be notified of the test date, time and location after your complete application package is received.
- AND**
- 2) Have at least the minimum experience in each of the three areas contained in the Evaluation Criteria Attachment. Your experience for all three must be at least at the level described as “c” in the attached Evaluation Criteria Statement for the Assistant Manager for Field Operations. If you do not have that level of experience for any one of the questions, you are not qualified for the position. For each of the three Evaluation Criteria statements in the attachment, select the letter that best describes your experience. You must have experience in **all** aspects of the work described in order to claim credit for any given level. If you do not meet any part of the description for a level, you may not take credit for it and must chose one of the lower levels that you do meet in full.

HOW TO APPLY: Each applicant must submit:
(Please follow the 4 steps outlined below)

1. **An Application: The following formats may be used**
 - a. **Optional Application for Federal Employment (OF-612)**, Please visit the OPM website: http://www.opm.gov/forms/pdf_fill/of612.pdf **or**
 - b. **A resume** for this position, listing your work duties and accomplishments relating to the job for which you are applying, **or**
 - c. **An Application for Federal Employment (SF-171)** – this form is obsolete but may be used.

Additionally, the following information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. **Failure to provide this information may result in loss of consideration.**

- Announcement number, title of position.

- Full name, mailing address (including zip code) and day and evening phone numbers (with area code).
- Social Security number
- Country of citizenship (**this Federal job requires U.S. citizenship**).
- Veteran's Preference – Applicants claiming 10-point veterans preference must submit an SF-15, Application for 10-Point Veteran's Preference, with the required proof (i.e., statement from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. If the applicant does not provide the supporting documentation for the 10-point preference, but has provided the documentation for the 5-point preference, they will receive the 5-point preference only (until the documentation for the 10-point preference is received).
- Highest Federal civilian grade held (if applicable)
- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university. To qualify based on education, submit a copy of your college transcript, along with your application.
- Paid and non-paid work experience related to the position. For each work experience include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.
- Job-related: training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).
- Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes or via Government FAX machines will not be accepted.
- Disabled veterans or any other applicants eligible for non-competitive appointments, should specify their special eligibility on the application. Individuals with a disability may request reasonable accommodations by calling 1-800-470-8896.

2. Each applicant must submit an OF-306, Declaration of Federal Employment
Please visit the OPM website: http://www.opm.gov/forms/pdf_fill/of0306.pdf
3. Each applicant must submit the attached form with answers to the Evaluation
Criteria Statement for the Assistant Manager for Field Operations position.
4. Take a test for the position. (You will be notified with test information)

Complete application package (facsimile and e:mail applications will not be accepted) must be
Received by the closing date of the bulletin and submitted to:

**Bureau of the Census
Chicago Regional Census Center
500 W Madison, Suite 1600
Chicago, IL 60661
ATTN: ELCO MANAGEMENT**

APPLICATION DEADLINE: Application materials must be received by the closing
date of the recruiting bulletin. **Applications received after this date will not be
considered.**

Payment of relocation expenses IS NOT authorized.

For further information on this vacancy you may contact 1-800-470-8896.

CONDITIONS OF EMPLOYMENT:

- This is a Mixed-Tour work schedule that may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.
- Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment.
- You will be required to complete a Declaration of Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in you application. If you make false statements in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined or jailed.
- Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U.S. citizenship).

**THE U.S. DEPARTMENT OF COMMERCE IS AN
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

**THIS CENSUS BUREAU DOES NOT DISCRIMINATE IN EMPLOYMENT ON THE
BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICAL
AFFILIATION, SEXUAL ORIENTATION, MARITAL STATUS, DISABILITY, AGE,**

MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT
FACTOR.

**EVALUATION CRITERIA STATEMENT FOR
ASSISTANT MANAGER FOR FIELD OPERATIONS**

COLUMN A	COLUMN B
<p>Applicants <u>are required</u> to answer each of the three questions below in Column A by circling the best response <u>and</u> completing the corresponding information in Column B.</p>	<p>Applicants are also required to complete the following.</p> <ol style="list-style-type: none"> 1. Indicate the job from your attached resume or other application form that verifies the answer you selected. <u>OR</u> 2. Write in the space below your experience that supports your answer. In addition to listing your experience, you <u>must include</u> the employer's name and address, the title of the position, and the dates of employment.
<p>1. Please select the answer that best describes your experience managing time-critical production or quality control operation.</p> <ol style="list-style-type: none"> a. As my primary responsibility, I have experience with <u>all</u> of the following: managing a staff of 50 or more employees that included at least two levels/tiers of subordinate management (e.g. I supervised manager(s) who, in turn, supervised other supervisor(s) or team-lead(s); managing employees who worked in multiple geographic locations; <u>and</u> analyzing budget, quality, and production data reports in order to identify problems and <u>implement</u> corrective actions. b. As my primary responsibility in a former position, I have experience with <u>both</u> of the following: managing a staff of 20 or more employees that included at least two levels of subordinate management (e.g. I supervised manager(s) who, in turn, supervised other supervisor(s) or team-lead(s)); <u>and</u> analyzing budget, quality, and production data in order to identify problems and <u>implement</u> corrective actions. c. I have experience with <u>both</u> of the following: managing at least 10 employees through one level/tier of subordinate management (e.g., I supervised supervisor(s)/team lead(s)); <u>and</u> using various management reports to identify problems and <u>recommend or implement</u> corrective actions. d. My experience is less than what is described above. 	<p><i>Response must support answer circled in Column A.</i></p>
<p>2. Please select the answer that best describes your experience in training, developing, and disciplining employees. (Circle the appropriate letter.)</p> <ol style="list-style-type: none"> a. I have experience making critical personnel decisions for a staff of at least 50 people. Specifically, for this office, I was responsible for all of the following: training, evaluating, promoting <u>and</u> disciplining my subordinate staff. I have evaluated the performance of employees, which included making performance distinctions between subordinates. I was directly responsible for promoting 	<p><i>Response must support answer circled in Column A.</i></p>

**EVALUATION CRITERIA STATEMENT FOR
ASSISTANT MANAGER FOR FIELD OPERATIONS**

COLUMN A	COLUMN B
<p>employees and I have been responsible for the termination/firing of employees.</p> <p>b. I have experience making critical personnel decisions for a staff of at least 20 people. Specifically, I was responsible for all of the following: training, evaluating and disciplining my subordinate staff. I have evaluated the performance of employees, which included making performance distinctions between subordinates. I have been responsible for the termination/firing of at least one employee.</p> <p>c. I have experience making critical personnel decisions for a staff of at least 10 people. Specifically, I was responsible for all of the following: training, evaluating and disciplining my subordinate staff. I have evaluated the performance of employees, which included making performance distinctions between subordinates, but I did not have to fire/terminate an employee.</p> <p>d. My experience is less than what is described above.</p>	
<p>3. Please select the answer that best describes your experience demonstrating the ability to establish effective working relationships with organizations with unique cultural, community, religious or other characteristics.</p> <p>a. I have experience establishing working relationships with diverse cultural, community, religious, or other nongovernmental organizations to gain support or participation in organizational programs. This experience included preparing and giving speeches and/or presentations to these unique organizations' leaders and/or members, and resulted in tangible results/benefits for my organization.</p> <p>b. I have experience establishing working relationships with organizations outside of my place of employment to gain support or participation in organizational programs. However, these organizations were not diverse cultural, community, religious, or other nongovernmental organizations. This experience included preparing and giving speeches and/or presentations to these organizations' leaders and/or members, and resulted in tangible results/benefits for my organization.</p> <p>c. I have experience establishing working relationships with different branches or sections within my organization to gain support or participation in organizational programs. My communication was limited primarily to internal customers within my organization. This experience included preparing and giving speeches and/or presentations to these internal customers.</p> <p>d. My experience is less than what is described above.</p>	<p><i>Response must support answer circled in Column A.</i></p>